

Application for an Event Permit

BEFORE YOU START

Requests to close roads or reduce speed limits on roads during an event must be submitted to Council at least four weeks prior to the event. An external Traffic Management Provider must be engaged by the Event Organiser to install road closure or speed reduction signage for events. Requests for Council to supply event waste bins must be submitted at least two weeks prior to the event.

1. Event Organiser Details

Organising Group:	
Applicant(s) Full Name:	
Address:	
Email:	
Telephone No: (H)	(M)
Emergency Contact Person during event:	
Event mobile:	

2. Event Details

Event name:			
Type of event:			
Event date(s): From:		Until:	☐ am ☐ pm
Total Days:			
Event times: Start	☐ am ☐ pm	Finish:	☐ am ☐ pm
No. of people expected to attend:			
Event Venue:			
Venue Address:			
Venue/Site preparation Start Date:		Time:	☐ am ☐ pm

3. Insurance Details

Public liability insurance cover is essential for all events. Please attach a copy of the Public Liability Insurance Certificate of Currency (PLI-CofC), current for date of the event.

Public Liability Insurance cover (minimum \$20 million) held for this event? Yes ☐ No ☐

Amount of Public Liability Insurance policy:
Date of expiry of Public Liability Insurance policy:

4. Risk Assessment and Emergency Response Plan

Attach a Risk Assessment Plan for your event showing all possible risks at your event have been identified and ranked Yes ☐ No ☐

Attach an Emergency Response Plan for your event showing all possible emergency responses during your event have been documented Yes ☐ No ☐

Will your event be held during fire danger season? (October to April) Yes ☐ No ☐

If yes please include information with your Risk Assessment and Emergency Response Plans, document how you will manage fire safety risks if the day is declared a total fire ban with an extreme or catastrophic rating.

Refer to the CFS website for more information www.cfs.sa.gov.au

5. Site Map

Please provide details of the location of facilities and activities at the event. The following information is a guide only of what should be included on the site map:

- Access and egress points for (1) emergency services, (2) vehicles, and (3) people
- Parking
- Emergency services and First Aid stations
- Food and beverage stalls
- Liquor stalls, consumption areas
- Activities/entertainment areas (including amusements and rides)
- Toilets/public amenities – permanent and/or temporary
- Restricted or prohibited areas; identified Hazards
- Public exclusion zones (i.e. for fireworks). Please identify any areas patrons are restricted from entering on the site plan. Please provide details below about how public exclusion zones will be managed:

Please attach your site plan. Please note how any access issues have been addressed (eg) support of people with a disability to participate in your event.

6. Vacating the Site

Please outline your arrangements for site clean-up:

7. Building and Structure Requirements

Please note – if development approval is required for temporary structures, assessment for both Planning and Building may take up to 12 weeks.

Will the event include any of the following temporary structures?

Stages or platforms Yes ☐ No ☐

Note size of stage(s) including height:

Break away stage skirts Yes ☐ No ☐

Seating stands Yes ☐ No ☐

Note height of stand(s):

Marquees/tents Yes ☐ No ☐

Note size and number of marquee(s)

Prefabricated buildings Yes ☐ No ☐

Other Yes ☐ No ☐

For other temporary structures, please specify:

8. First Aid Facilities

Will first aid facilities be available at the event?

Yes ☐ No ☐

If YES, who will be providing this service?

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If NO, please give details why first aid is not needed at your event:

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9. Road Closures and Road Restrictions

Event organisers are required to arrange appropriately trained Traffic Management providers to install road closures or speed restrictions for events. A *Traffic Management Plan* approved by SA Police and/or the Department of Infrastructure and Transport needs to be provided to Council as part of this event assessment.

Please provide details of Traffic Management Provider:

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Will your event require any of the following road restrictions? (please tick)

Yes ☐ No ☐

☐ Change to speed limit ☐ Change to traffic flow ☐ Change to parking conditions

1. Name of road/street(s):

Road name:		
Day/ Date:	Time of restriction:	☐ am ☐ pm

Request restriction

Will road closures be required?

Yes ☐ No ☐

1. Name of road/street (include intersecting roads):

Road name (including intersecting roads):		
Day/Date:	Time of closure:	☐ am ☐ pm
Day/Date:	Time of reopen:	☐ am ☐ pm

2. Name of road/street (include intersecting roads):

Road name (including intersecting roads):		
Day/Date:	Time of closure:	☐ am ☐ pm
Day/Date:	Time of reopen:	☐ am ☐ pm

If more than two (2) road closures are required for event, attach additional page with details

10. Notifications

a) Emergency Services

Please provide details of the emergency services that have been notified of the event details and consulted as to their recommendations or requirements:

	Date of notification	Branch name and location	Contact officer and number	Requirements	Fulfilled Y/N
Police*					
Fire Authority					
Ambulance Services					

Local Hospital/Health service					
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**Council reserves the right to contact SA Police with details about your event and share your contact information as the event organiser.*

b) Notification of Local Business and Residents

Have local businesses and residents been advised of the event? Yes ☐ No ☐

Date and method of contact:

Have public notices about the event been placed in print or social media? Yes ☐ No ☐

11. Security

Will there be qualified security personnel in attendance? Yes ☐ No ☐

If YES, please provide details:

Name of company:
Licence details:
Number of security personnel at event:

Event security will commence at:

Start:	☐ am/ ☐ pm	Finish:	☐ am/ ☐ pm
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Contact details of person responsible for overseeing security booking:

Name:	Telephone No: (H/M)
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12. Food and Beverages

Will **food and/or beverages** be available at the event?

Yes ☐ No ☐

☐ Sold

☐ Supplied (without cost)

Caterer/Supplier:
Food Business Notification Number of caterer/food vendor:
Public Liability Insurance Policy Number:
Expiry Date:

Will more than one vendor be supplying food and/or beverages at the event? Yes ☐ No ☐

If YES, please provide a listing of all food vendors (noting their Food Business Notification number and provide a copy of Public Liability Insurance for each food business).

Note: Single use plastic products (including straws, stirrers, and cutlery) and polystyrene products are prohibited from sale, supply, or distribution in South Australia. Refer to the [Replace the Waste](#) website for alternatives

Have all food vendors confirmed their understanding that they must use compostable products to serve food and/or beverages at this event? Yes ☐ No ☐

Will **Alcohol** be available at your event?

Yes ☐ No ☐

☐ Sold

☐ Supplied (without cost)

Does the venue have an existing Liquor Licence?

Yes ☐ No ☐

If yes, please provide details of the approved Liquor Licence:

Licence number:
Premises Name:

If no, have you submitted an online application with the Office of Liquor and Gambling for a Short-Term Liquor Licence?

Yes ☐ No ☐

If yes, please provide event details and email your Short-Term Liquor Licence application to development@light.sa.gov.au

Date submitted:
Application number:

If no, Please visit <https://www.cbs.sa.gov.au/sections/LGL#liquor-gaming> to submit your liquor licence and supply a copy your application form to development@light.sa.gov.au

Has a permit been approved and issued?

Yes ☐ No ☐

If yes, please provide a copy of the approved Liquor Licence to development@light.sa.gov.au

When alcohol is served at an event additional toilet facilities are required. Please refer to the *Events Handbook* for Toilets and Ablution requirements for events.

13. Toilets and Ablutions Facilities

	Existing Toilets on Site	Proposed additional toilets (e.g. portable unisex)
Number of Female Toilets		
Number of Male Toilets		
Number of Urinals		
Number of Hand basins		
Number of toilets (including hand basins) for persons with a disability		

Will additional toilet cleans be conducted by event organisers/volunteers before/during/after the event? Yes ☐ No ☐

If YES: How often? (indicate proposed time/date of additional cleans):

Date(s):	Time:	☐ am ☐ pm
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14. Waste Management *(Please note a fee is applicable for event waste bins)*

Have you engaged a waste management provider? Yes ☐ No ☐

If yes, please provide details:

Name of company:

Do you require event waste bins from Council? Yes ☐ No ☐

General waste (red lid):	Recycling (yellow lid):	Organics (green lid):
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Please indicate most suitable time/date/location for these bins to be delivered:

Day/Date:	Time:	☐ am ☐ pm
Location:		

Please indicate most suitable time/date/location for these bins to be emptied/collected:

Day/Date:	Time:	☐ am ☐ pm
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Location:

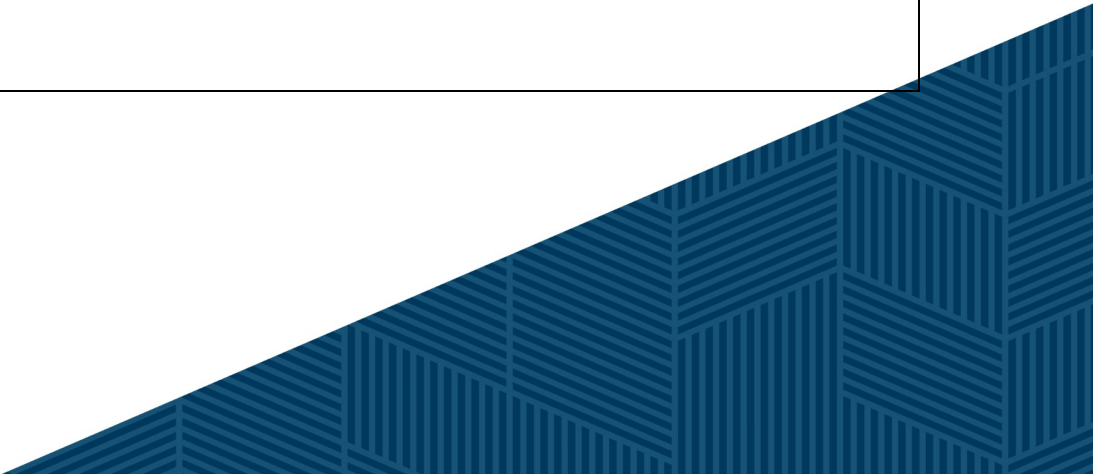
Please note: bin collections outside of usual schedule of waste removal may attract an additional charge.

15. Volunteers

Will volunteers be used at this event? Yes ☐ No ☐

If YES, please provide details of volunteer roles, insurance, management procedures, training, induction, and compliance as required by the *Volunteer Protection Act SA 2001*.

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Council provides assistance in the form of ‘in-house’ support to event organisers. The below table illustrates the type of support that Council may provide to event organisers. Please note you may be eligible for a reduction or waiver of the fees outlined below. As it is not financially practical or possible for Council to be involved or invest in all events, Council must limit its involvement according to its capacity and priorities. The Event Management Policy provides a description of how Council prioritises applications for support.

Type of Support	Cost
☐ Provision of additional bins/rubbish removal	\$10 per bin for waste management
☐ Publicity and promotion	No cost (in-kind). Please complete the online form https://www.light.sa.gov.au/discover/event-calendar/community-event-submission-form

Will your event include amplified speeches or music (recorded or live performance)?

Yes ☐ No ☐

If YES, please provide details including what will be amplified, volumes and times:

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Please attach the Site Nuisance Management Plan for the event

(Refer Events Handbook for template)

If YES: Has an application for a *One Music Australia* Licence been made? Yes ☐ No ☐

(If yes, please provide a copy of the One Music Australia Licence for the event)

Will your event involve a public screening of a movie? Yes ☐ No ☐

(If yes, please provide a copy of the Public Performance Licence issued by the copyright owner e.g. Roadshow Films)

17. Animals

Will animals be involved at the event?

Yes ☐ No ☐

What arrangements will be necessary for their management, care and well-being?

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What provisions will be made for the collection, storage and removal of animal waste, (e.g. bedding, manure and wash down areas)?

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If the public will be handling the animals, what provisions will be made to minimise transmission of zoonotic (animal to human) disease? (Refer to Animal Contact Guidelines, SA Health, 2015).

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18. Fireworks

Will there be any fireworks or other pyrotechnics at the event?

Yes ☐ No ☐

If YES, please provide details:

Name of Company managing/ undertaking fireworks program:	
Technician:	
Office Phone:	(M):
Permit Number:	

Copy of Technician's current pyrotechnics licence and Workplace Services application/permit needs to be attached to this application.

19. Amusement Structures

Will there be any amusement structures operating at the event? Yes ☐ No ☐

(e.g. jumping castle*, mechanical equipment, climbing equipment) *please note platform height

A copy of each amusement provider's Public Liability Insurance certificate of currency, plus a SafeWork SA Certificate of Registration and annual inspection certificate for each structure must be provided with this application.

If YES, please provide details:

1.

Proprietor:
Structure type:
SafeWork SA Registration number:
Annual inspection certificate expiry date:

2.

Proprietor:
Structure type:
SafeWork SA Registration number:
Annual inspection certificate expiry date:

3.

Proprietor:
Structure type:
SafeWork SA Registration number:
Annual inspection certificate expiry date:

If more than three (3) amusements structures are operating at this event, please attach an additional page with the requested details.



20. Signage

Please refer to Council's By-law 2 – Moveable Signs for the requirements around display of temporary event promotional signage.

Event promotional signage must not be displayed more than one month prior an event and removed from display within one week after the event. Placement of signage on road reserves must not present a hazard or obstruction of vision. Signage must not be affixed to existing signs or road infrastructure.

Permission must be sought for temporary event signage erected in other Council areas.

What signage, including those required under the provision of the Liquor Licensing Act, will you erect for the event? Please tick all relevant boxes.

- ☐ Event promotional signage
- ☐ First Aid posts
- ☐ Police
- ☐ Drinking Water
- ☐ Emergency services
- ☐ Toilets and ablutions
- ☐ Other (please list)
- ☐ Information Centre (s)
- ☐ Lost and found/stolen property
- ☐ Lost children
- ☐ Parking

Return your completed Event Application to Light Regional Council:

Via email: events@light.sa.gov.au

Via post: PO Box 72, KAPUNDA SA 5373

In person: to 93 Main St. Kapunda or 7 Hanson St Freeling.

APPLICANT CHECKLIST (please tick when completed)	
I have read the sections of the <i>Events Handbook</i> relevant to the event, and understand the requirements for an event permit	Yes ☐
Public Liability Insurance certificate of currency attached (<i>minimum \$20 million cover, current for event date</i>)	Yes ☐
Site plan attached (if applicable)	Yes ☐

Risk Assessment and Emergency Response Plan attached (if applicable)	Yes ☐
Traffic Management Plan attached (if applicable)	Yes ☐
Site Nuisance Management Plan attached (if applicable)	Yes ☐
Applicant Declaration signed (consenting to conditions of permit)	Yes ☐
I have submitted the completed application to Council within the requested timeframes	Yes ☐

21. General Conditions

1. The event organiser agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The event organiser shall take out and keep current a Public Risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of Twenty Million Dollars (\$20 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The event organiser or any other participant, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
4. The permit is not transferable.
5. The event organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
6. Permission is liable to be revoked by Council if the event organiser fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
7. Permission to commence event will not come into operation until proof of all required documentation has been provided to the Council and a permit, authorised by Council, has been returned to you.
8. Council reserve the right to contact Police with details about your event and share your contact information as the event organiser.

The issuing of this permit is subject to:

1. The permit holder agreeing to the General Conditions of the permit as contained herein.
2. The permit holder agreeing to all "Special Conditions for Permit" which the Council may determine (refer attached).
3. The permit holder paying the prescribed fee (if applicable).
4. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

This permit is not transferable and may be revoked in writing at any time.

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of the event organiser:

Name:	Date:	
Position:	Signature:	

**click on signature box to create a digital signature*

Signed by or on behalf of the Council:

Name:	Date:
Position:	Signature:

Council approval of event

Public Liability Insurance?	Amount:
Expiry date:	
Fee(s) applicable?	Item:
Signed:	Date:
Position:	

Special conditions:

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